

# **COMMUNITY HEALING CENTERS**

## **JOB DESCRIPTION**

**Job Title:** Family Advocate

**Position Reports To:** CAC Supervisor

**Supervision Exercised:** None

**FLSA Status:** Non-Exempt/Full-time

### **General Statement of Duties:**

The Family Advocate provides support and referral services to child victims of abuse and their non-offending family members.

### **Tasks/Responsibilities:**

- Schedule appointments as requested. Meet families at the time of the Forensic Interview. Maintain files.
- Provide support and on-site advocacy to non-offending family members during the Forensic Interview and answer questions concerning the investigation process and services available.
- Provide each family of a forensically interviewed child; a packet with information about the investigatory process, names and contact information professionals involved, as well as possible behaviors that may be exhibited by the child and appropriate responses.
- Make follow-up contact with each family after the Forensic Interview to make sure their needs are being met and that they are aware of available services, including Michigan Crime Victim Compensation.
- Coordinate services between CAC therapists, victim witness advocates and medical provider to ensure that needs are being met.
- Provide updates about case status to the family either directly or through contact with the mental health provider.
- Attend and assist in coordination of monthly Case Review meetings attended by Multi-Discipline Team members.
- Maintain contact with other services agencies to offer referrals or information to obtain other basic needs such as housing, clothes, food, diapers, transportation etc.
- Other tasks as assigned by Supervisor.

**Skills:**

An ability to work well with a culturally-diverse population and traumatized children and families; have or obtain a knowledge of court systems and other community agencies; be able to do some local travel (i.e. attending court or Doctor's appointments for support and advocacy;) above-average communication skills; ability to cope with a high level of stress; flexible; self-starter; computer literate.

**Education:**

Bachelors's Degree or equivalent experience in human services related field.

**Experience:**

- Training in dynamics of child sexual assault
- Experience working with abused children
- Crisis intervention preferred
- This is a Full Time position.
- Please forward your resume to [hr@chcmi.org](mailto:hr@chcmi.org) no later than June 10, 2016.

**About Community Healing Centers:**

A non-profit CARF accredited provider of behavioral healthcare and children's services. Our mission is to provide the community with integrated healing services. These services include children and family support, mental health counseling, addiction treatment and recovery, education and prevention.

We are here for you when:

- There is a loss or sudden life change,
- Drinking or other drug use is interfering with life,
- Sexual, physical or emotional abuse occurs,
- Parenting becomes overwhelming or unmanageable,
- School success and behavior is a struggle,
- Conflict threatens a relationship,
- Depression makes it difficult to maintain regular activity,
- You don't know what you need, but you know you want to feel differently.

We are committed to offering individuals, couples, children and families the services and hope they need to achieve maximum health and healing.

CHC is an equal opportunity employer and encourages individuals of diverse racial, ethnic, and cultural backgrounds to apply.